

**CLASS TITLE: WORKERS' COMPENSATION PATIENT
 CARE COORDINATOR**

**Class Code: 02881500
Pay Grade: 520A
EO: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for planning, organizing, coordinating and directing the work of a subordinate staff engaged in providing physical therapy, occupational therapy, as well as vocational and psychological services to injured workers throughout the state; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with considerable latitude for the exercise of independent judgement and initiative; work is reviewed upon completion through conferences and submitted reports for conformance with established law, rules, regulations, departmental policies, procedures and objectives.

SUPERVISION EXERCISED: Plans, coordinates, directs, supervises and reviews the work of a subordinate staff assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for planning, organizing, coordinating and directing the work of a subordinate staff engaged in providing physical therapy, occupational therapy, as well as vocational and psychological services to injured workers throughout the state.

To be responsible for program planning activities involving intake and orientation, assessment and evaluation, program management, treatment and training, as well as referral, discharge and follow-ups of injured workers.

To be responsible for making determinations as to appropriate tests required for injured workers and to take appropriate action based upon such test results.

To be responsible for providing consultative services to a multidisciplinary team concerning the total rehabilitation needs of injured workers and their families.

To act as a liaison and provide consultation to physicians, insurers injured workers and employers who refer patients for rehabilitation services in order to return injured workers to employment.

To be responsible for developing educational programs for the purpose of improving the comprehensive rehabilitation of injured workers.

To be responsible for the preparation of regular and special reports.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques of program management as it relates to the rehabilitation of injured workers; a working knowledge of the Workers' Compensation Act; the ability to review and evaluate rehabilitation needs of injured workers and their families; the ability to develop educational programs to improve the comprehensiveness of rehabilitation services; a thorough knowledge of modern approved nursing practices and methods; the ability to plan, organize, coordinate, supervise and review the work of a subordinate staff engaged in providing various rehabilitative services to injured workers; the ability to prepare regular and special reports; the ability to analyze and evaluate program needs and to make recommendations to improve such services; the ability to establish and maintain effective working

relationships with superiors, labor organizations, employers and employer groups, insurers, and the general public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in Nursing; and

Experience: Such as may have been gained through: employment in a responsible supervisory capacity as a professional nurse in an accredited hospital, rehabilitation treatment center or occupational health facility providing rehabilitative and/or treatment services to disabled persons.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: Must meet nursing registration requirements as required by the Rhode Island law and regulations and must maintain such requirements as a condition of employment.

Class Created: July 3, 1988

Editorial Review: 3/15/03